

Library Associate Cover Letter

518 Shonta Squares West Noblehaven, MI 37787-4001

Dear Stevie Kessler,

Please consider me for the library associate opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for support to the Circulation section, including processing materials, assisting with course reserves and periodicals, and other related duties as needed.

Please consider my qualifications and experience:

- Experience with building maintenance issues or renovations preferred
- Strong computer skills, with experience with MS Word, Excel, and Outlook
- Strong verbal, written, and English communications skills
- Able to enter alpha-numeric data accurately
- LC Classification system
- Expert level knowledge of firm, approval, and use-driven acquisitions methods
- Knowledge of acquisitions and collections methods, practices, and principles
- Knowledge of cataloging and metadata principles and access and discovery systems

Thank you for taking your time to review my application.

Sincerely,

Dylan Altenwerth